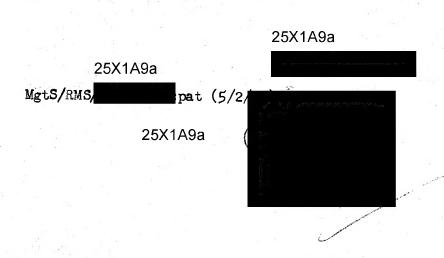
Chief, Management Staff

2 May 1956

Chief, Mecords Management Staff

Weekly Report - Week Ending 2 May 1956

- 1. The logistics Office has asked us to assist them in establishing a filing system for their completed voucher files maintained by the Supply Division.
- 2. The records disposition survey in the Office of Training is complete except for approval to be obtained on a portion of the records disposition schedule for the field activities.
- 3. The records disposition survey in the Office of Pursonnel is 50% complete. The records of all divisions have been inventoried and we are now in process of continuing the survey in the staff offices.
- 4. An inventory of the records in the Executive Registry has been completed and a control schedule is in process of preparation.
- 5. The Office of Scientific Intelligence has requested us to assist them in revising their records control schedule because of their reorganization.
- 6. Six new and revised forms were completed this week. The pending workload consists of 13 new and 24 revised forms.



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